

# MINORITY & WOMEN'S BUSINESS ENTERPRISES DIVISION

Indiana Department of  
Administration  
Certification & Procurement  
Guide

Mitchell E. Daniels, Jr.  
Governor



# Legislative Authority

- ◆ 49 CFR Parts 23 and 26 (DBE)

- ◆ Indiana Code: IC 4-13-1-4; IC 4-13-2-9; IC 4-13.6-3-1

- ◆ Indiana Administrative Code:  
25 IAC 5-1-1

Indiana Department of Administration  
(IDOA)

# DOING BUSINESS IN INDIANA

- ◆ Register with Secretary of State
- ◆ Must be in good standing with Dept. of Revenue and Dept. of Workforce Development
- ◆ Obtain Bidder Registration Number at: [www.buyindiana.in.gov](http://www.buyindiana.in.gov)
- ◆ Routinely check Current Solicitations listed at the above IDOA website

# WHY APPLY FOR STATE CERTIFICATION

- ◆ Qualify for state MBE/ WBE Participation Points and on USDOT projects in Indiana.
- ◆ Notification of state business opportunities
- ◆ Access to training opportunities
- ◆ Advocacy Services
- ◆ State certification often accepted for other government entities and private companies
- ◆ No application fee.



# CERTIFIED MINORITY & WOMEN BUSINESS

## ◆ Qualifications

- Minority or woman...or both
- Owns at least 51% of business
- Possess the expertise required
- Control business enterprise
- Be a U. S. Citizen

Refer to: 25 IAC 5 for more details at:  
[www.in.gov/idoa/minority](http://www.in.gov/idoa/minority)

# CERTIFIED DISADVANTAGED BUSINESSES

## ✦ Qualifications for DBE:

- socially & economically disadvantaged (See 49 CFR, Part 26)
- U. S. Citizen or admitted permanent resident;
- Own at least 51% of the business;
- Control the enterprise;
- Possess the required expertise;

# DBE CERTIFICATION (CONT'D)

- Personal Net Worth <\$750,000; AND
- Meet the small business size standard as defined by SBA (see 13 CFR part 121.101, [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html)).



DBE is a FEDERAL CERTIFICATION  
PROGRAM

# What to Expect

- ◆ Governor Daniels expects applications will be processed within an average of 45 days
- ◆ Firm will receive a site visit
- ◆ Determination will be sent in registered letter
- ◆ Certifications are effective immediately
- ◆ Denials may be appealed within 30 days





# Potential Pitfalls

- ◆ Deep relationships with non-qualifying individuals
- ◆ Affiliations with other firms
- ◆ Delegation of control
- ◆ Restrictive agreements or corporate structure



# VISIT THE M/WBE WEBSITE

[www.in.gov/idoa/minority](http://www.in.gov/idoa/minority)

- ◆ Application Forms (M/W/DBE)
- ◆ Regulations for each category
- ◆ D/M/WBE Directory in Excel format
- ◆ Frequently Asked Questions (FAQs)
- ◆ List of “Wanted” business types
- ◆ Related links

# MINORITY & WOMEN'S BUSINESS ENTERPRISES

402 W. Washington Street, W-469  
Indianapolis, IN 46204

317-232-3061

[www.in.gov/idoa/minority](http://www.in.gov/idoa/minority)



# Indiana State Contracting Opportunities

A guide to successful participation  
in the process





# GOAL SETTING M/WBE PARTICIPATION

Governor's Commission on Minority &  
Women's Business Enterprises sets  
Annual Goals

- Effective July 1, 2005

- Construction: MBE 6% WBE 6%
- Professional Services: MBE 7% WBE 10%
- Supplies: MBE 3% WBE 3%

- State Agency Procurement  
participation goal included in  
solicitations.

# Small Construction Projects: Less than \$75,000

- Decentralized - managed by state facility managers
- Three bids are required
- Solicitations to MBEs and WBEs encouraged
- Contact the state directly institutions and notify them of your interest







## Large Construction Projects: over \$75,000

- Centralized – managed by IDOA Division of Public Works
- Solicitations posted on the web
- Prequalification from Public Works required for both prime and sub bids over \$150,000
- Attend pre-bid meetings to introduce your firm to prime bidders – dates are on web

# Large Construction Projects: over \$75,000

- Prime provides potential subs with bid package that states their needs
- Potential subs respond by submitting price with a signature on the package
- Most times bids are awarded before subs are determined
- Review winning bidders proposals in Public Works
- Contact winning prime to offer your services





# Methods of Procurement

- Request for Quotation (RFQ)
- Invitation to Bid (BID)
- Quantity Purchase Agreement (QPA)
- Request for Service (RFS)
- Request for Proposal (RFP)





# Requests for Quotation

- For goods & general services
- Under \$2500.00
  - Bidders contacted by phone or in writing.
  - At least 3 Vendors must be contacted
- \$2500.00 - \$75,000.00
  - Agency determines need and writes specifications
  - Sends RFQ to at least 3 Vendors
  - Open for 7 days

# Invitation to Bid

- Greater than \$75,000.00
- Centralized through Indiana Department of Administration
- Advertised on web
- Must be open for 14 days
- Lowest bid wins



# Quantity Purchase Agreement

- Solicited through BID for straight forward items or RFP for more complex commodities
- Over \$50,000 commodity procurement
- Selected Vendor provides goods or services
- Stated unit price
- Specific time frame – usually a year



# Request for Service (RFS)

- Decentralized
- Professional Services Only
- Issued to specific firms pre-selected by the Agency
- Specifications Document Included
- Procurements greater than \$75,000





# Request for Proposal (RFP)

- Centralized
- Used for Goods, General Service or Professional Service
- Opportunity posted on the website and all firms are invited to respond
- For greater than \$75,000.00





# Buy Indiana

## **RFP Evaluation-100 pts**

- 10 points = MBE participation
- 10 points = WBE participation
- 10 points = Indiana prime
- 15 points = IN Economic Impact
- 25 points = price
- 30 points = quality

# Procurement Definitions

- Prime Contractor - Company responsible for the entire contract
- Sub Contractor - Company entering into a contract with a prime contractor to furnish services or supplies toward the contract
- Direct – Paid directly by the State of Indiana
- Indirect – Paid directly by the Prime Contractor
- Sub-contractors can be utilized directly in the project or as a supplier to the project.







# Internet Resources

A wealth of information

IDOA - Procurement Division - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://www.in.gov/idoa/proc/index.html> Go Links

**accessIndiana** Agency Listing Policies Text Only Contact Webmaster Help Search IN.gov GO

**STATE of INDIANA**  
**Department of Administration**  
*"Dedicated to Quality Customer Support  
for Agencies Serving our Citizens"*



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Organizational Structure  
IDOA Services  
Doing Business with the State  
State Wide Information  
accessIndiana

## Procurement Division

The Procurement Division is responsible for setting policy and procedure for purchasing within the State.

- [Bidder Registration](#)
- [State Ethics Policies & Holiday Gifts](#)
- [Current Solicitation Opportunities & Pre-Project Informational Sessions](#)
- [Pre-RFP Information](#)

Start Calendar - Microso... IDOA - Procurem... Microsoft PowerPoi... Document1 - Micro... Internet 9:22 AM



# Bidder Registration and Benefits

- Receive solicitations from the State of Indiana Government
- Listing in the Buy Indiana Directory
- Receive a Registration Number/Bidder ID for Minority/Women/Disadvantaged Certification process
- Maintain your profile to ensure that your contact information and categories of goods and services are current.



# Bidder Registration Enrollment Process

- On-line Registration
  - [www.buyindiana.in.gov](http://www.buyindiana.in.gov)
- Manual Registration
  - Contact Shirley Houston at 317-232-6870
- Problems or Concerns
  - Contact Shirley Houston at 317-232-6870



EMPLOYEE - Microsoft Internet Explorer

FileEditViewFavoritesToolsHelp

BackForwardStop

Search

Media

Favorites

Print

Internet Options

Addresshttps://financial.gmis.in.gov/psp/guest/EMPLOYEE/ERP/c/AUC\_BIDDER\_REGISTRATION.AUC\_REGISTER.GBL

GoLinks

HomeSign out

New WindowHelp

# INDIANA

## Bidder Registration

Please enter your information below to become a registered bidder within the system.

Contact Information

\*First Name

\*Last Name

Company:

Title

\*Email ID

Address

\*Country:

USA

United States

Address 1:

Address 2:

Address 3:

Address 4:

Done

Start

Internet

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# Request for Proposal Process

## ■ Pre-RFP Informational Session

- Opportunity for Prime Contractors and Sub-Contractors to ask questions of the Agency with regard to the details of the proposed business need
- Relationship building time – identify how you bring value to the bid and sell your niche – whether you will be a Prime Contractor or a Sub-Contractor
- Attendee Contact information is available if you are unable to make a session – Contact the Procurement Contact for the Pre-RFP Session.
- NEW! – pre-meeting introduction period



# Solicitation Opportunities Page

This listing last updated Jun/17/2005.

*Not all solicitations totaling less than or equal to \$25,000 are listed on this web site.*

Click [here](#) to view Department of Administration Public Works Division (DAPW) projects currently bidding.

[State of Indiana Procurement Preferences](#)

Click [here](#) for help searching the index page for a keyword.

Fri, Jun 17 2005 - 11:44 AM EST

Procurement Method	Commodity/Service Description	Addendum	Date Entered	Open Date/Time	Buyer Name and Phone #
QPA	<a href="#">AUTOMOTIVE WIRE ASA6-6-5</a>	1	6/1/2005	6/17/2005 3:00:00 PM	<a href="#">Cindi Atkinson</a>
RFP	<a href="#">Vaccines for Children (VFC) Program RFP_5_28</a>	0	5/12/2005	6/17/2005 3:00:00	<a href="#">James</a>

Internet

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# Request for Proposal Issued

- After the Pre-RFP Informational Session
  - Request for Proposal is issued
  - Available electronically on the Procurement Website
  - Details of agency specifications and requirements for completing the package are available under the RFP link.



**STATE OF INDIANA**  
**REQUEST FOR PROPOSALS**  
**5-38**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**AND THE**

**INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION/OFFICE OF MEDICAID POLICY AND PLANNING**

**Solicitation for:**

**Enrollment Broker Services**

**Proposal Due Date: July 29, 2005**

**CONTENTS OF RFP 5-38**

RFP 5-38 consists of the following documents, which may be downloaded from this web site:

- [RFP-5-38](#)
- [Attachment A](#), This is one form: The Minority and Women's Business Enterprise (MWBE) Participation Plan form. A completed version of this document must be included with your response.
- [Attachment B](#), *Sample Contract*.
- [Attachment C](#), *Indiana Economic Impact Form*.
- [Attachment D](#), *Scope of Work*.
- [Attachment E](#), *Indiana Health Coverage Programs Overview*.
- [Attachment F](#), *Cost Proposal*.
- [Attachment G](#), *Corporate Qualifications Reference Questionnaire*.
- [Attachment H](#), *Hoosier Healthwise Mandatory RBMC Map*.
- Questions and Answers about the RFP. The inquiry period for this RFP closes **July 1, 2005**, at 3 p.m. Eastern Standard Time. When the questions and answers are posted, this will be an active link.



## Recommendation for Award

- Milestone Calendar
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection

# Monitoring Compliance

- Prime Contractors must honor participation plan or create another plan
- MWBED audits contracts
- Primes in non-compliance face sanctions
- Sanctions range from payment withholding to suspension or revocation of contractor's ability to perform on future state contracts



# Keys to Contracting Success

- Build Key Business Relationships
- Provide excellent product or service
- Offer competitive prices
- Market your business to key players in the State Procurement Process
  - State Purchasers
  - State Prime Contractors
- Visit the Procurement Solicitation page on a regular basis
- Designate resources to contract proposal preparation
- Actively participate in networking opportunities
  - Pre-RFP Sessions
  - Business Matchmaking





# Website Referrals

- [www.in.gov/idoa/proc/index.html](http://www.in.gov/idoa/proc/index.html)  
Procurement Website
- [www.in.gov/idoa/register](http://www.in.gov/idoa/register)  
Bidder Registration Website
- [www.idoa.in.gov/minority/](http://www.idoa.in.gov/minority/)  
Indiana State Office of Minority and Women's  
Business Enterprises
- [www.buyindiana.in.gov](http://www.buyindiana.in.gov)  
Bidder Registration, MWBE Directory, Current  
Solicitations
- [www.in.gov/dot/business/contract/](http://www.in.gov/dot/business/contract/)  
Indiana Department of Transportation –  
Contractors Page





# Telephone Referrals

- Bidder Registration

Shirley Houston 317-232-6870

Amy Redding 317-234-0234

- Minority and Women's Business Enterprises Division

Main Number 317-232-3061

- Indiana Department of Transportation – DBE Program

George Roney 317-233-3563



Good Luck!